

JOB DESCRIPTION

Position Title: Day Porter
Reports to: School Principal

Position: Day Porter
Grade: 2

Purpose or Reason for the Position: To preserve the public investment in school property, protect the health and safety of our students, portray a good image of the school to the community and provide a clean and safe environment in which all of our students can learn and develop life skills.

POSITION RESPONSIBILITIES

Primary Functions: (List only the essential job functions)

General Responsibilities

- Maintains building and grounds security by opening the building each day according to school schedule;
- Raises the United States Flag and the State Flag each morning and lowers them before 3:30 pm each school day;
- Inspects the building exterior for possible unauthorized entrance and/or vandalism each school day and responds to emergencies;
- Knows the location of all fuse boxes, electrical panels and light switches so circuits can be cut off immediately in emergency situations; Knows the location of all fire extinguishers and pull stations in the building and is familiar with its use;
- Keeps all flammable liquids in outside storage facility;
- Assists in receiving deliveries to the office;
- Attends meetings and training opportunities as required by the supervisor;
- Practices energy conservation by turning off all lights except those left on for safety reasons in the entire facility;
- Consistently follows day porter building work schedule; and
- Responds to any deficiencies and works with Custodial and Grounds Manager to make corrections during inspections.

Custodial Responsibilities:

- Is safety conscious and alert to any unsafe conditions in the building and on the grounds and corrects said conditions and reports them to supervisor;
- Dust mops halls according to schedule and gym floors three times daily (see schedule);
- Checks restrooms to insure they are functional and sanitary (mops floors as necessary, wipes wall, cleans sinks and toilets, removes graffiti, fills out restroom check sheet, monitors and installs supplies to same -see schedule);
- Cleans all exterior mats once a day; Cleans up after sick children;
- Works in conjunction with the after hours cleaning staff to maintain boiler, incinerator, and day porter storage rooms and keep them organized and free from unauthorized storage material;
- Picks up paper and other debris from inside/outside buildings, parking areas and school grounds daily;
- Assists in setting up furniture for special events and maintains building security for said events;
- Periodically checks cafeteria throughout breakfast and lunch, sweeps and spot mops after each has ended; Places chairs on tables or folds up tables in cafeteria after meals; Removes trash from cafeteria as necessary;
- Blows off all entrance ways and sidewalks daily (see schedule);
- Works with Custodial and Grounds Manager, cleaning staff, and lawn care staff to maintain a safe and clean environment; and
- Monitors, assigns, and follows up with a contracted additional day porter if needed.

Maintenance Responsibilities:

- Responsible for playground equipment inspection and minor repair; Maintains safe condition of playgrounds to include raking mulch, pulling weeds and filling in low spots with existing mulch; If additional mulch is needed – contacts the Custodial and Grounds Office;
- Replaces light bulbs, tubes and exit lamps as necessary; Performs other minor to include, but not limited to, touch up painting, tightening loose screws, bolts, and installing pencil sharpeners; Assists with major repairs as needed;
- Makes initial attempt to unclog sinks and toilets prior to requesting a plumber; Replaces/installs toilet seats, soap dispensers, paper towel dispensers and toilet tissue dispensers and any other specialty dispenser;
- Replaces broken switches, receptacle covers, and ceiling tile as needed;
- Keeps boiler rooms, incinerator rooms, mechanical rooms and janitor closets free from unauthorized storage material and neat and clean in appearance;
- Works with Custodial and Grounds Manager and Custodial vendors to maintain all storage areas.

Secondary Functions: (List only the non-essential job functions)

- Submits work orders; and
- Performs additional duties as assigned.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the position. While this description is intended to be an accurate reflection of the current position, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g., emergencies, change in personnel, work load, rush jobs, or technological developments). **Attach additional page(s) as needed.**

Scope of the Position: Administrative Certified Classified X (Please check appropriate type of position)

Number of Direct Reports

___ # of Classified
___ # of Certified
___ # of Administrative

Number of Indirect Reports

___ # of Classified
___ # of Certified
___ # of Administrative

QUALIFICATIONS

Required

Preferred

Education: High school diploma or equivalent

Experience & Training: Three years of custodial experience

Specific Skills:

Licensing/Certification: Valid SC Driver's License

Other: Ability to work well with staff, students, and community

Working Conditions: (describe the work location, identify typical hours, extent of travel)

Location: School Based
Travel: Throughout the District
Hours: School Hours

Physical/Mental Requirements:

Ability to climb, stoop, kneel, crouch, crawl, reach, and stand frequently; Must be able to lift 50 pounds frequently;

APPROVALS:

- 1) _____
Principal/Department Head **Date**
- 2) _____
Associate Superintendent/Chief **Date**
- 3) _____
Human Resources **Date**